

# **Filton Avenue Nursery School and Children's Centre**

## **Admissions and allocations policy (updated February 2022)**

### **Rationale**

All 3 to 4 year old children should have an equal opportunity to access Early Years provision; parents need to be aware of the priorities and criteria for admission and the procedure for the allocation of places needs to be clearly understood by all.

If you're the parent or carer of a two year old and you receive certain benefits you could be eligible to apply for a free early education place. You can check by using the following link to <https://emso.bristol.gov.uk/pls/services/f?p=200:2:::NO:::>

Our current free session times are Monday to Friday 8:45 to 11:45 or 12:30 to 15:30 term time only. (Paid Breakfast, tea and additional morning or afternoon sessions are available – please see current price list for details).

### **Aims**

- To have a fair and consistent process of allocation.
- To maintain a balance in which all children benefit and thrive whilst upholding equal opportunities.
- To ensure all applicants are equally valued and that families are able to express their and their children's needs.
- To reflect Bristol's Policy on Early Years Education and allocation of places and current research on the best provision for Nursery Aged Children.

### **Guidelines**

- When a parent enquires about a place for a child in the Centre they will be given the opportunity to have a look around the school and children's centre (family support) and complete a registration form.
- Registration for 3-4 year olds can be completed following the child's 2<sup>nd</sup> birthday.
- All registrations will be entered and held on our waiting list database.
- An admissions panel which will include the Head teacher, staff member and at least one governor will meet regularly to ensure a fair and transparent process in the allocation and offer of places at Filton Avenue Nursery and Children's Centre.
- All applications to be considered and places offered to children in the first week of May by letter to parents/carers who will be asked to confirm acceptance in writing.
- Every child will be offered 15 hours of nursery education.
- All parents will be offered a home visit and given an information leaflet.
- Priority for allocating part-time places will be as follows:
  1. Children Looked After aged 3 by the end of August.
  2. Children in Need aged 3 by the end of August.
  3. Other children aged 3 by the end of August who are children of families with specific needs.
  4. Any other children aged 3 by the end of August. If there are too few places priority will be given as follows:
    1. Children who live in Bristol who have older siblings here

2. Any other children who live in Bristol
3. Children who live outside of Bristol but have siblings in school
4. Other children who live outside of Bristol but who are cared for in the local area

- *We will need to see all children's birth certificates*
- Places can be offered to children who become 3 on or after the 1st September if all attempts to fill the places as above have been exhausted.
- We have an expectation that children will be able to attend regularly to ensure they access their entitlement and to gain beneficial experiences to achieve their full potential
- All applications for free two year old 15 hour places are made on forms provided by Early years Childcare Services and we act upon names submitted to us from a panel which meets monthly. As part of the application process we do take into account siblings already attending our settings and do take into account circumstances of families. We also take into account the need for continuity of placement.
- We also offer a limited number of charged day care places. These are allocated on a first come basis, according to vacant spaces using the above criteria.

### **15 hours**

*Our current free session times are*

***Option A Monday –Friday 8.45-11.45 Total 15 hrs***

***Option B Monday –Friday 12.30-3.30 Total 15 hrs***

***Additional limited spaces as a pilot for 2022-2023:***

***Option C Monday, Tuesday 8.45 -3.30 plus Wednesday 8.45-10.15 Total 15 hrs***

***Option C Wednesday 8.45-10.15, Thursday and Friday 8.45-3.30 Total 15 hrs***

*Please look at our additional paid day care options to extend your hours.*

### **30 hours**

- We offer limited places of 30 hours per week to eligible parents who have provided us with evidence of their entitlement. [30 Hours web link](#)